



CITY OF ATLANTA

Job Announcement

CORRECTIONS IDENTIFICATION TECHNICIAN, SR (D)*

STARTING SALARY: \$27,240

Salary Grade: 10

Applications Accepted From: October 10, 2005 until October 14, 2005

Minimum Job Requirements

Applicants for this position must have a high school diploma or GED; be able to type 25 wpm, have data entry skills at the rate of 100 strokes per minute and must have one year of full-time clerical work experience, preferably with experience in customer service, public safety, or collections. Equivalent combinations of training and experience will be determined under prescribed guidelines.

Duties of the Job:

This employee is responsible for processing incoming inmates by taking fingerprints and photographs; collecting personal data and completing history sheets; escorting inmates to/from holding cell; entering data and pertinent information into a computer system; verifying accuracy of data entered; researching and locating records; contacting outside agencies to verify inmate identity; answering the telephone, directing calls and/or providing information. This work includes exposure to hazardous situations connected with detention of prisoners and INVOLVES MANDATORY SHIFT WORK.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes not accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30303.

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

QUALIFIED INDIVIDUALS MUST BE ABLE TO SUCCESSFULLY PASS BOTH A PHYSICAL EXAMINATION AND A CORRECTIONS BACKGROUND INVESTIGATION PRIOR TO APPOINTMENT. THESE EXAMINATIONS WILL INCLUDE BUT ARE NOT LIMITED TO: SUBSTANCE ABUSE SCREENING, AND ARREST RECORD CHECK, POLYGRAPH, EMPLOYMENT HISTORY CHECK, ETC.

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, AND HIGHLY QUALIFIED.

The Examination For This Job Will Consist Of An Evaluation Of Applicant Training And Experience, A Typing Test (25 wpm), And A Data Entry Test (100 key strokes per minute).

*There is a salary differential for shift work. This position requires shift work.